

Clark County Recorder's Office Instructions For Processing – SB 79 Confidential Requests

These instructions apply to the following:

- ✓ Any Justice or Judge in this State.
- ✓ Any Senior Justice or Senior Judge in this State.
- ✓ Any Court-Appointed Master in this State.
- ✓ Any Clerk of a Court, Court Administrator or Court Executive Officer in this State.
- ✓ Any Prosecutor who as part of his or her normal responsibilities defends persons for crimes that are punishable as Category A felonies or domestic violence.
- ✓ Any State of County Public Defender who as part of his or her normal responsibilities defends persons for crimes that are punishable as Category A felonies or domestic violence.
- ✓ The spouse, domestic partner or minor child of any of the persons described above.
- ✓ The surviving spouse, domestic partner or minor child of any of the persons described above who was killed in the performance of his or her duties.
- ✓ Any nonprofit entity in this State that maintains a confidential location for the purpose of providing shelter to victims of domestic violence.

Please present the certified District Court Order with Affidavit to the Clark County Recorder's Office. Your documents can be presented either in person or by United States Postal Service (USPS), United Parcel Service (UPS) or Federal Express (FedEx) to the Clark County Recorder's Office located on the second floor of the Clark County Government Center located at 500 S Grand Central Parkway, Las Vegas Nevada 89155.

When mailing your documents please send the documents to the following address:

Office of The Clark County Recorder
500 S. Grand Central Parkway
Box 551510
Las Vegas, Nevada 89155-1510

Please include a cover letter or contact card with your contact information i.e. name and telephone number for notification once your request has been processed and completed.

Please be advised that only those documents identified by their document/instrument numbers in the Affidavit will be made confidential.